

From: Milas, Terry E.

Sent: Tuesday, October 01, 2002 11:56 AM

To: COGCONTACTS@state.nd.us

Subject: Continuum of Government Individual Entity Plan Message 10-1-02

Continuum of Government Contacts,

The State Continuum of Government (COG) Team has now developed a State COG Plan that will serve as the support structure for individual state agency/facility COG Plans in compliance with Governor Hoeven's July 30, 2002 directive.

To assist in the development of your entity's Plan, the State COG Team has developed a Template and a Plan Instruction Document. *(Because this program is in its formative stages, these documents are intended to be the initial drafts of COG Plans that can be expanded and updated as the program develops.)* The Template, Plan Instruction Document and Risk Management Division's completed COG Plan are attached to this email for your reference.

The COG Team has established the following target dates:

- by November 1, 2002 - State entities are to submit to the Risk Management Division the names and titles of your entity's COG Team. *(For assistance in determining who should serve on your COG Team, see "Risk Assessment" on page 1 of the "Process to Assist North Dakota State Entities in Developing a Continuum of Government (COG) Plan")*

Your COG Team members should:

- understand the Information Technology process of the entity;
 - be capable of analyzing the entity's entire business process;
 - be capable of assessing the various risk factors associated with the entity; and
 - be capable of thinking "outside of the box."
- by November 1, 2002 – State entities are to submit a list of their entity's essential functions to the Risk Management Division *(For assistance see "Step One: DEFINING YOUR ESSENTIAL FUNCTIONS" on page 2 of the "Process to Assist North Dakota State Entities in Developing a Continuum of Government (COG) Plan")*;
- by December 20, 2002 - State entities are to submit their first draft of a completed COG Plan to the Risk Management Division.

The State COG Team has scheduled a training session to further assist in the COG Plan drafting process. This session will be held at the Heritage Center on November 7, 2002 at 1:30 p.m. The presentation will be taped and made

available to those entities that are not able to attend the session on the Risk Management Division Website.

Please feel free to contact our office if you have any questions.

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